

## Wookey Primary School

### Social-Distancing Risk Assessment (COVID-19)

This is a risk assessment for the proposed increase of numbers of children attending Wookey Primary School from Monday June 1<sup>st</sup>. All decisions will be based on the following principles and in this order of priority:

1. **SAFETY/ SAFEGUARDING:** Safety and protection of our pupils, staff and community
2. **WELLBEING:** Mental health and wellbeing of our pupils, staff and community
3. **LEARNING:** Quality of education for all pupils

<b>Area or Procedure</b> Questions in green come from the EEC risk assessment	<b>Actions</b>	<b>Infection Risk Level</b> 1-5 (5=high)
<b>Entering the school site</b>  Are procedures in place should you suspect a person has come into the school suffering with the coronavirus? Do you ensure staff, parents and students are informed not to come into the school should they suspect they and/ or their child are suffering with symptoms of the coronavirus? Are arrangements in place for parents and guardians to collect and drop off students in regards to keeping 2meter separation guidelines? Are arrangements in place for social distancing within the school setting? e.g. minimising class sizes, staggered lunches etc.	We will be staggering the start times for each year group in order to minimise the number of children entering at any one time and also to minimise the number of adults in the immediate vicinity of the school. Rowan and Playgroup children will be collected by a member of staff from the staff car park. Cars will be driven into the car park and queue along the line of the fence nearest the field. Children will be collected from the car at the front of the queue, which will then drive off. Staff will park on the field or off site. Reception children will be collected from 9:00 until 9:15 and playgroup children will be collected from 9:15 until 9:30. Year 1 children will be collected from 1:00 until 1:15. Parents with children in year groups where times for entering the school site clash, will need to agree a single drop off time for all siblings Year 6 will be collected by a member of staff from the entrance on the main road. The first group of Y6 will be collected from 9:00 - 9:15 and the second group will be collected from 12:45 - 1:00. Tape will be placed at 2m intervals outside the gate to ensure social distancing is maintained whilst waiting to be collected. Parents will not be allowed to enter the school site apart from the staff car park. Parents will need to return to their cars and exit the car park as soon as they have dropped off their children, or leave the car park on foot if they did not drive to school. Any messages that need to be passed on at the start of the day must be given directly to staff who are collecting pupils and bringing them on site. Any messages which need to be given to the office must be done by phone.	<b>3</b>

	<p>When entering the building, children and staff <u>must</u> wash hands before touching tables or doors. A cleaning station will be provided in order to facilitate this.</p> <p>Staff temperatures to be taken at start of the day. We will use plastic ear thermometer covers or alcohol wipes as appropriate between uses.</p> <p>Parents will be asked to bring a thermometer in with them from home and check their temperature before their child is collected by a member of staff. We will provide a thermometer and check any child's temperature if their parent does not bring one in.</p> <p>Any issues arising from temperature checks means children will not be allowed on site.</p>	
<b>Leaving the school site</b>	<p>We will be staggering the end times for each year group in order to minimise the number of children leaving at any one time and the number of adults assembling in Castle Lane or on the main road. Rowan and Playgroup children will be taken by a member of staff to the staff car park. Parents will be asked to wait in their cars or in a designated space until a member of staff brings them from their classroom. Playgroup children will be released from 11:45 until 12:00 and reception children will be released from 12:00 until 12:15. Year 1 children will be released from 3:00 until 3:15.</p> <p>The first group of Year 6 will be released by a member of staff to the entrance on the main road from 11:45 - 12:15 and the second group from 3:00 - 3:15. Tape will be placed at 2m intervals outside the gate to ensure social distancing is maintained whilst waiting to be collected.</p> <p>Parents with children in year groups where times for leaving the school site clash will need to agree a single collection time for all siblings</p> <p>Children and staff must wash hands before the end of the school day.</p>	<b>3</b>
<b>Break times</b>	<p>Chestnut class will have an outside break on the playground nearest the main road and Rowan class will have an outside break on the playground nearest Castle Lane. This will allow break times to be simultaneous (10:45 – 11:00)</p> <p>Year 1 afternoon break will be from 2:00 – 2:15.</p> <p>Children will be reminded about keeping 2m spaces between each other.</p> <p>Games such as football must be no tackling, only passing i.e. non-contact.</p> <p>We will encourage games which involve keeping a distance.</p> <p>Children to have own snack in class before play to ensure best level of supervision in hand washing.</p> <p>If fruit is available for YR/1, washed fruit to be given out <u>using gloves</u>, not put in a box for children to help themselves.</p> <p>At the end of playtimes children will need to assemble in marked areas to ensure social distancing.</p> <p>Children must wash their hands when they come back to class.</p> <p>Any equipment used at playtime must be cleaned before being used again.</p>	<b>4</b>
<b>Lunch time</b>	<p>Children will not initially be eating lunches in school. We will be ordering packed lunches from Wells Blue School and children attending in the morning will take their lunch home with them if</p>	<b>4</b>

	<p>required. If lunches are required for children attending in the afternoon they will be kept refrigerated and taken home ready for them to eat for lunch the next day.</p> <p>We will continue to issue supermarket vouchers to qualifying families of children in year groups not identified to return to school at this point unless passing a packed lunch to them via sibling or parent is logistically possible.</p> <p>However, as things develop, we clearly need to have procedures in place for lunches (initially packed lunches) to be served to the children. When lunches are re-established, the following clear principles must be followed.</p> <p>Children to wash hands before eating.</p> <p>Children should sit 2m apart to eat their lunches and not share food.</p> <p>Children to be reminded about keeping 2m spaces between each other.</p> <p>Children to wash hands when they have finished eating their lunches.</p>	
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<b>Wet Play</b>	In the event of wet play teachers will use whiteboards to show the children a TV programme or encourage yoga/calm breaks.	4
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<p><b>Lesson time</b></p> <p>Do you ensure staff and students are encouraged to wash their hands or use hand sanitizer after coughing or sneezing?</p> <p>Do you ensure staff and students are encouraged to sneeze or cough into their hands or a tissue? The tissue should be disposed of correctly after use.</p> <p>Have you considered displaying posters on hand and respiratory hygiene and safe food practices around the building?</p> <p>Do you ensure staff and students are encouraged to wash their hands or use hand sanitizer when in public places or after using public transport?</p>	<p>Year 6 children will sit on desks with 2m between each child where possible at all times. The class will be reorganised to allow for this. When full classes of 15 attend, tables will be spaced as much as possible. Movement around the classroom will be limited to maximise social distancing.</p> <p>Children in Rowan class will be organised into groups (pods). Within these pods we acknowledge that social distancing will not take place, but by not mixing these pods we are minimising the effect of virus transition across a larger number of children. These pods must stay constant throughout the day and every day.</p> <p>Resources will be limited to those which fulfil recommended characteristics for safety.</p> <p>Children will not be allowed to share resources. Where children are working in pods, equipment will be cleaned after each session.</p> <p>Children will need to bring in a named water bottle from home and these water bottles should be taken home to be washed properly every day.</p> <p>Posters will be used around school to reinforce key messages relating to COVID-19.</p> <p>Children will wash hands regularly throughout the school day.</p>	4
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<b>Playgroup</b>	Children will be organised into groups (pods). Within these pods we acknowledge that social distancing will not take place, but by not mixing these pods we are minimising the effect of virus	4
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	<p>transmission across a larger number of children. These pods must stay constant throughout the day and every day.</p> <p>Children will be allowed to play in their classroom as usual but with only one pod in each area.</p> <p>Areas include:</p> <p>Resources will be limited to those which fulfil recommended characteristics for safety.</p> <p>Specific resources, such as playdough may be allocated to each child to minimise chance of infection.</p> <p>Resources will, where possible be wiped with antibacterial cleaning wipes/spray at the end of each day.</p> <p>Intimate care such as first aid and toilet accidents will need to be managed carefully – staff will need access to aprons and gloves and sanitiser. A mask will be needed for these tasks.</p>	
<b>Laptops and other devices.</b>	<p>Initially Y6 will be able to use school laptops which will be cleaned between sessions. Increased numbers in school would mean less work could be done on laptops or children may be permitted to bring in their own devices to allow both remote and in school learning to take place.</p> <p>Younger children will use iPads if necessary, which will be wiped clean between sessions and users.</p>	3
<b>Playground</b>	<p>The climbing wall cannot be used. If children are playing on the field then the Wookey Wipe-out cannot be used.</p>	1
<b>Toilets</b>	<p>We will enforce a limit of one person in the toilet at a time.</p> <p>If children are waiting for hand-washing, they will queue with 2m gaps, outside, supervised by a member of staff.</p> <p>Doors to cloakrooms will be propped open to increase ventilation.</p>	2
<b>Staff Room and Staff kitchen</b>	<p>We will enforce a maximum of 3 people in the staff room at a time.</p> <p>The maximum capacity in the staff kitchen will be 1.</p> <p>All mugs etc must go through the <b>full</b> dishwasher cycle when they have been used, not washed up by hand.</p> <p>One person to empty dishwasher having washed hands immediately beforehand.</p> <p>Source milk sachets online to avoid sharing milk cartons.</p>	2
<b>Office</b>	<p>All computer keyboards/mouse, desk and telephones to be cleaned at start and end of each day.</p> <p>No children to enter offices.</p> <p>Staff only to enter offices one at a time.</p> <p>Offices should not be used as a short cut. Where empty, the Green Room can be used as a short cut from the hall to the entrance, with doors propped open.</p> <p>Phones must be cleaned regularly throughout the day.</p>	2

<b>Cloakrooms</b>	Rowan and Oak cloakrooms - only 1 child in at a time. No coats to be brought into school unless absolutely necessary. Children will be asked not to bring bags or coats into school where possible. Children not to loiter in cloakrooms as they are confined spaces and this poses a higher risk of infection.	2
<b>Visitors to school</b>  Do you ensure contractors and visitors are recorded when coming on and leaving the site? Do you ensure contractors and visitors do not go anywhere on the school site where they do not need to be? Have you considered placing hand sanitiser at reception which contractors and visitors must use upon entry? Do you ensure contractors and visitors do not come on to the school site if they or anyone in their household has experienced any symptoms of Covid 19 in the last 14 days? Where possible do you ensure contractors and visitors keep the minimum distance of 2 meters separation at all time?	No volunteers will be allowed on site. We will limit visitors to essential services contractors. All visitors to use hand sanitising gel at gate before entry and to be briefed on social-distancing guidelines.	4
<b>Cleaning</b>  Do you ensure communal areas are regularly cleaned?  Do you ensure the cleaning of well used surfaces is increased? E.G. Door handles etc?	Cleaning materials have been purchased from suggested list provided by DfE and Local Authority. Staff will be provided with appropriate cleaning materials to enable them to regularly clean in classrooms. Emphasis on frequently touched surfaces such as door handles, tables, chairs. Increased hours / reallocation of hours for cleaning staff to enable them to deep clean areas that are being used more frequently. Timetabling for cleaning of classrooms, toilets, cloakrooms and staff areas will take into consideration the use of the areas during the day to eliminate contact with working groups and 'pods'. Classrooms will only be cleaned when they are not being used.	4

<b>Assemblies</b>	<p>There will be no whole school assemblies until further notice.</p> <p>Collective worship and singing will need to take place in bubbles. Mr Marsh will continue with his weekly assembly, possibly on Zoom, and we will consider more use of this platform.</p>	5
<b>Clubs</b>	<p>Initially there will be no after school clubs or wraparound care.</p> <p>At an appropriate time, clubs may be able to start again with appropriate social distancing.</p> <p>Any sports clubs would need to ensure 2m spaces and cleaning of equipment afterwards.</p>	4
<b>Children who show symptoms</b>	<p>If someone sneezes/coughs, they should be sent to wash their hands straight away.</p> <p>Lidded bins should be available in all classrooms for such waste.</p> <p>All staff to reinforce the 'Catch it, Bin it, Kill it' message.</p> <p>Any child or adult who has a temperature/fever or a new continuous cough will be sent home and should self-isolate for 14 days (as well as any siblings). Whilst awaiting collection they should be kept away from others in the Green Room.</p>	5
<p><b>General</b></p> <p>Do you ensure the safety of visits to areas of a reported outbreak, both in the UK and overseas, are reviewed?</p> <p>Do you ensure there is a member of staff trained in First aid attending the school?</p> <p>Where first aid is required do you ensure that people not involved in the incident remain more than 2metres away from the scene?</p> <p>Do you ensure staff and students are regularly washing their hands whilst at the school? If hand sanitizer is used there is a risk of bottles being stolen.</p>	<p>Windows to be opened wherever possible and ensure good ventilation of all rooms.</p> <p>Doors to be open - consideration to be given to guidance on fire doors.</p> <p>If a child repeatedly refuses to follow social-distancing rules, they should be warned and parents informed. If behaviour does not improve, they will be restricted from going out at break/lunchtimes and should be separated from peers during lesson time. Deliberate breaking of rules will be dealt with using school behaviour policy.</p> <p>All children will need sessions focusing on their wellbeing and understanding the reasons behind our school changes so they do not become upset, too anxious or worried. It is important to note that some children will display greater resilience than others in the current situation.</p> <p>We will allow children to wear non-school uniform as temporary measure, but we will expect children to come to school wearing clean clothes every day. Extra uniform will be provided free of charge to parents who need it and children wearing clothes that are not clean will be given items from school stocks to wear.</p> <p>Since doors and windows will be open for ventilation and safety, children should dress appropriately, understanding it may be cooler in classrooms than they are used to. Anyone without appropriate clothing will be offered clean items to borrow from school stocks.</p> <p>At least 2 members of staff with appropriate first aid training will be on site at all times. PPE will be used for the administration of first aid.</p> <p>Although there must be as little movement between areas of the school as possible it is important that staff and children do not feel isolated and communication can be facilitated. We will use MS Teams on class laptop as a means of communication between areas.</p>	4

<p>Do you ensure there is enough staff to manage the number of young people that are using the school?</p> <p>Are arrangements in place should there not be enough staff to open the school?</p>	<p>In light of the outbreak in WSM parents have been informed of the importance of adhering to track and trace protocols if they are contacted.</p> <p>We will ensure that stocks of hand sanitiser will be maintained and stored safely.</p> <p>We will ensure that pupil to staff ratios are maintained at all times.</p> <p>Should staffing levels be reduced due to staff availability we will prioritise the children in Rowan class. Chestnut class may be required to resume distance learning.</p>	
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